

Online Application Form Instructions

- Enter the appropriate information in the fields. The fields in yellow are required; the fields in green are optional.

**Montana Department of Revenue
Taxpayer Access Point**

Homeowner Property Tax Refund Claim Form

Please complete the red and yellow (required) fields, any green fields that apply to your refund claim form, and click on **Continue** when you are finished.

Enter The Property Owner's Information

Owner's Last Name: Hunter (Required)
Owner's First Name: David (Required)
Owner's Middle Initial: (Optional)
Owner's Social Security Number: 123-45-6789 (Required)
Daytime Phone Number: (406) 555-1234 (Required)

Please Enter Your Mailing Address*

Mailing Street Address: PO Box 5805 (Required)
City: Helena (Required)
State: MONTANA (Required)
Zip Code: 59604 (Required)

Enter the Address of the Principal Residence. To Speed Your Refund, Enter Your Property Geocode.

Physical Address of the Property (Please Include the Street Address, City, and Zip Code): 4321 Property Way, Helena, MT 59602 (Required)
Geocode (The Geocode is a 17 Character Unique Identifier for Your Property)**: 12345678901234567 (Optional)

Owner's Information

Current Mailing Address

Property's Physical Address

Geocode

- Use the scroll bar to view the rest of the form.
- Select Yes from the drop-down box if you are claiming the full \$400 refund.

Geocode (The Geocode is a 17 Character Unique Identifier for Your Property)**: 12345678901234567

Amount of Refund

I'm Claiming the Maximum \$400 Allowed: Yes (Required)
If You Paid Less than \$400, Enter the Amount You Are Claiming: 0.00

If You Wish to Use Direct Deposit, Please Enter Your Bank Routing and Account Numbers Below

Routing Number: (Optional)
Account Number: (Optional)
Bank Account Type: (Optional)
Did You Receive a Homeowner Property Tax Refund Form in the Mail? (Required)

Affidavit

Under penalty of false swearing I state: To my knowledge I am the only claimant for the property listed above, that I meet the eligibility requirements and believe that I am lawfully entitled to the homeowner property tax refund.

* If you do not use Direct Deposit, your refund will be issued to your mailing address. If you do choose to use Direct Deposit, a confirmation letter will be sent to your mailing address.

** If you received a Homeowner Property Tax Refund claim form in the mail, your geocode is located on the form. If you are claiming your current residence, you may also search for your geocode at <http://dls.mt.gov>. If you are claiming a residence that is not your current residence, you may find your geocode on the property tax assessment notice for this residence.

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Done | Local intranet

I'm Claiming the Maximum \$400

- Select No if you are claiming less than the \$400 and enter the amount you are claiming on the next line.

Geocode (The Geocode is a 17 Character Unique Identifier for Your Property)** 12345678901234567

Amount of Refund

I'm Claiming the Maximum \$400 Allowed No Required

If You Paid Less than \$400, Enter the Amount You Are Claiming 250.00

If You Wish to Use Direct Deposit, Please Enter Your Bank Routing and Account Numbers Below

Routing Number

Account Number

Bank Account Type

Did You Receive a Homeowner Property Tax Refund Form in the Mail?

Affidavit

Under penalty of false swearing I state: To my knowledge I am the only claimant for the property listed above, that I meet the eligibility requirements and believe that I am lawfully entitled to the homeowner property tax refund.

* If you do not use Direct Deposit, your refund will be issued to your mailing address. If you do choose to use Direct Deposit, a confirmation letter will be sent to your mailing address.

** If you received a Homeowner Property Tax Refund claim form in the mail, your geocode is located on the form. If you are claiming your current residence, you may also search for your geocode at <http://gis.mt.gov>. If you are claiming a residence that is not your current residence, you may find your geocode on the property tax assessment notice for this resident.

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- For faster service, you can choose direct deposit for your refund. Enter your bank's routing number, your account number and select they type of account from the drop-down box.

Geocode (The Geocode is a 17 Character Unique Identifier for Your Property)** 12345678901234567

Amount of Refund

I'm Claiming the Maximum \$400 Allowed Yes Required

If You Paid Less than \$400, Enter the Amount You Are Claiming 0.00

If You Wish to Use Direct Deposit, Please Enter Your Bank Routing and Account Numbers Below

Routing Number 987654321

Account Number 0001234567

Bank Account Type Savings

Did You Receive a Homeowner Property Tax Refund Form in the Mail?

Affidavit

Under penalty of false swearing I state: To my knowledge I am the only claimant for the property listed above, that I meet the eligibility requirements and believe that I am lawfully entitled to the homeowner property tax refund.

* If you do not use Direct Deposit, your refund will be issued to your mailing address. If you do choose to use Direct Deposit, a confirmation letter will be sent to your mailing address.

** If you received a Homeowner Property Tax Refund claim form in the mail, your geocode is located on the form. If you are claiming your current residence, you may also search for your geocode at <http://gis.mt.gov>. If you are claiming a residence that is not your current residence, you may find your geocode on the property tax assessment notice for this resident.

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- Please indicate to us if you received a form in the mail by choosing Yes or No.
- You will need to agree to the affidavit to receive a refund. The affidavit states that you are the only claimant for the property, that you meet the eligibility requirements and that you believe you are entitled to the refund. Select Yes if you agree.

Geocode (The Geocode is a 17 Character Unique Identifier for Your Property)** 12345678901234567

Amount of Refund

I'm Claiming the Maximum \$400 Allowed Yes Required

If You Paid Less than \$400, Enter the Amount You Are Claiming 0.00

If You Wish to Use Direct Deposit, Please Enter Your Bank Routing and Account Numbers Below

Routing Number 987654321

Account Number 0001234567

Bank Account Type Savings

Did You Receive a Homeowner Property Tax Refund Form in the Mail? Yes Required

Under penalty of false swearing I state: To my knowledge I am the only claimant for the property listed above, that I meet the eligibility requirements and believe that I am fully entitled to the refund.

Affidavit Yes

* If you do not use Direct Deposit, your refund will be issued to your mailing address. If you do choose to use Direct Deposit, a confirmation letter will be sent to your mailing address.

** If you received a Homeowner Property Tax Refund claim form in the mail, your geocode is located on the form. If you are claiming your current residence, you may also search for your geocode at <http://ais.mt.gov>. If you are claiming a residence that is not your current residence, you may find your geocode on the property tax assessment notice for this residence.

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- Scroll to the top of the page and click on Continue.

Instructions How do I...? Feedback

Montana Department of Revenue Taxpayer Access Point

Clear Form

Homeowner Property Tax Refund Claim Form

Please complete the red and yellow (required) fields, any green fields that apply to your refund claim form, and click on **Continue** when you are finished.

Enter The Property Owner's Information

Owner's Last Name Hunter Required

Owner's First Name David Required

Owner's Middle Initial

Owner's Social Security Number 123-45-6789 Required

Daytime Phone Number (406) 555-1234 Required

Please Enter Your Mailing Address*

Mailing Street Address PO Box 5805 Required

City Helena Required

State MONTANA Required

Zip Code 59604 Required

Enter the Address of the Principal Residence. To Speed Your Refund, Enter Your Property Geocode.

Physical Address of the Property (Please Include the Street Address, City, and Zip Code) 4321 Property Way, Helena, MT 59602 Required

Continue

► Please take a few minutes to review your form for accuracy and then click the Submit button.

The screenshot shows a web browser window titled "Taxpayer Access Point - Montana Department of Revenue - Microsoft Internet Explorer". The address bar shows "http://doasdvml100/MT_xwTapPrp.aspx?PPPRFN=1". The page header includes "Instructions", "How do I...?", and "Feedback". The main heading is "Montana Department of Revenue Taxpayer Access Point" with a "Clear Form" link. Below this is the "Homeowner Property Tax Refund Claim Form". A yellow callout bubble points to the "Submit" button. The form fields are as follows:

Enter The Property Owner's Information	
Owner's Last Name	Hunter
Owner's First Name	David
Owner's Middle Initial	
Owner's Social Security Number	123-45-6789
Daytime Phone Number	(406) 555-1234

Please Enter Your Mailing Address*	
Mailing Street Address	PO Box 5805
City	Helena
State	MONTANA
Zip Code	59604

Enter the Address of the Principal Residence. To Speed Your Refund, Enter Your Property Geocode.	
Physical Address of the Property (Please Include the Street Address, City, and Zip Code)	4321 Property Way, Helena, MT 59602
Geocode (The Geocode is a 17 Character Unique Identifier for Your Property)**	12345678901243456

Amount of Refund	
I'm Claiming the Maximum \$400 Allowed	Yes

► Click on Confirm Final Submission to complete the process.

The screenshot shows the same web browser window as the previous one, but the "Confirm Final Submission" button is now highlighted with a yellow callout bubble. The form fields remain the same as in the previous screenshot.

- When you reach the Thank You page you have successfully submitted your online application. There is no need to send us a paper copy. However, you may want to print a copy of your completed form for your records.

